

BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 31-201

29 November 1999

Security



CONTROL AND CARE OF PETS AND OTHER ANIMALS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive establishes policies and procedures for the responsible ownership, registration, immunization, and humane care and control of privately owned pets on Sheppard Air Force Base (SAFB), including housing areas. It implements AFD 31-2, **Law Enforcement**, and applies to all military and civilian personnel who own or who are in possession of pets on Sheppard Air Force Base. Military personnel who violate provisions of this instruction are subject to disciplinary action under the Uniform Code of Military Justice. Civilian violators are subject to appropriate administrative or legal action.

SUMMARY OF REVISIONS

This instruction has been renumbered. A “★” indicates revised material from previous edition. “**20. History of instruction:**” added to track previous number; “Police” changed to “Forces.”

1. Responsibilities:

1.1. Policies and procedures for the responsible ownership, registration, immunization, abandonment, and humane care and control of privately owned pets on Sheppard AFB.

1.2. Actions to be taken in the event of suspected or verified animal abuse or neglect, or incidents of an animal becoming a nuisance.

1.3. Policies and procedures for animal inflicted injury incidents or potential human rabies exposure.

1.4. Responsibilities for animal owners and responsible authorities (Veterinary personnel, Security Forces, CES Entomology personnel, etc.).

1.5. Policies and procedures to ensure that privately owned pets on Sheppard AFB are not a health or safety threat to the community, or a negative factor on the quality of life on Sheppard AFB.

2. Terms Explained:

2.1. **Animal Abandonment** - The releasing of a domestic animal or pet to fend for itself with no provisions made for the feeding, control, and humane care of the animal.

2.2. **Animal Cruelty, Abuse, or Neglect** - The imposition of pain, suffering, or inadequate provision of proper food, water, shelter, or the abandonment of an animal.

2.3. **Animal Inflicted Injury** - Any scratch, abrasion, or puncture of the skin as a result of an animal encounter.

2.4. **Control** - The restraint of a pet by a leash, chain, fenced yard, or other means adequate to physically restrain the animal.

2.5. **Pet** - A domestic dog, horse, cat, rabbit, hamster, gerbil, guinea pig, white mouse or rat, or caged bird maintained by an individual for companionship or pleasure and not as a commercial enterprise. The following is a list of those animals specifically prohibited from being kept as pets on Sheppard Air Force Base: Fox, skunk, ferret, raccoon, fowl (chickens, ducks, etc.), monkey, snake, bovine, alligator, or porcupine. Animals not included in this publication will be addressed on a case-by-case basis. Waivers may be granted by the Support Group Commander.

★2.6. **Public Nuisance Animal** - Any animal, domestic or wild, that engages in any of the following actions on at least one occasion.

2.6.1. Molests individuals or chases vehicles.

2.6.2. Chases or attacks people or pets.

2.6.3. Trespasses or loiters on school grounds or other public property.

2.6.4. Is repeatedly at large (roaming) or unattended.

2.6.5. Damages public or private property.

2.6.6. Barks, whines, or howls in an excessive, continuous, or untimely manner.

2.6.7. Repeatedly engages in actions which cause complaints to be registered against it, and in the judgment of the Installation Commander, has shown a natural inclination to be a safety hazard or annoyance to personnel working or residing on Sheppard AFB.

2.7. **Stray Animal** - Any normally domesticated animal found wandering at large or unattended and not under human control. This also includes wild or exotic undomesticated animals found wandering in housing areas where the animal can reasonably be construed as a safety hazard or nuisance.

★2.8. **Valid Certificate of Rabies Vaccination** - Certificate issued for an animal by a licensed veterinarian which verifies that the animal has been administered a rabies vaccine. This certificate must include the owner's and the animal's name, animal species, description, type of vaccine and date of vaccination, and signature of the veterinarian. The Installation Veterinarian may declare any certificate not in compliance with these requirements invalid. Military veterinarians will issue a DD Form 2208, **Rabies Vaccination Certificate**, or computer printout verifying vaccination.

2.9. **Vicious Animal** - An animal whose conduct and temperament reasonably show an indication, in the opinion of the Installation Commander, to be a likely physical threat to personnel on Sheppard AFB. An example would be an animal against whom one or more injury reports or complaints have been registered.

3. Responsibilities:

3.1. **US Army veterinary** personnel, in accordance with existing inter-service agreements and resources available, will:

3.1.1. Supervise and administer a Veterinary Treatment Facility (VTF).

3.1.2. Offer to military personnel all authorized services consistent with DoD policy of preventing and treating zoonotic or transmittable diseases on military installations.

3.1.3. Maintain immunization and registration files for all animals kept on Sheppard AFB.

3.1.4. Consult with Security Forces officials and assist with investigation of complaints of animal abuse or viciousness when requested.

3.1.5. Inspect stables on a quarterly basis to ensure that adequate sanitation and vermin control are being maintained.

3.2. Security Forces will:

3.2.1. Enforce the provisions of this instruction to include the capture of stray and abandoned pets.

3.2.2. Assist in enforcement of quarantines necessitated by animal bite or scratch cases.

3.3. The owner, or person responsible for a pet will:

3.3.1. Comply with all provisions of this instruction. Give special attention to requirements for registration, immunization, and animal control and care.

3.4. 82d Civil Engineer Squadron, Entomology Section will:

3.4.1. Pick up and properly dispose of dead animals found on or near roadways on the installation.

3.4.2. Trap other than domesticated animals considered a nuisance or health hazard.

3.4.3. Assist Security Forces in the capture of stray and abandoned domesticated pets that are posing a threat.

3.5. 82d Services Squadron and Sheppard Saddle Club members will:

★3.5.1. Maintain a registry of horses stabled on Sheppard AFB and ensure owners comply with this instruction. All health records will be maintained at the Veterinary Service Office.

4. Health Requirements for Initial Entry of Horses Into Sheppard AFB Stables.

4.1. A valid health certificate issued by a licensed, accredited veterinarian within the previous 10 days.

4.2. Horses over three months of age must have, during the months of March through November, a vaccination **XXI** certificate for viral encephalitis (EEE, VEE, WEE).

★4.3. Written evidence (issued by an approved APHIS USDA Laboratory) of a negative Coggins immuno-diffusion test within the last 12 months for Equine Infectious Anemia for all horses 12 months of age or older.

4.4. Owners must comply with all other requirements of the Sheppard Saddle Club.

5. Health Requirements for Maintaining Horses on Sheppard AFB.

5.1. Horses over 12 months of age stabled on Sheppard AFB will be tested annually for Equine Infectious Anemia (Coggins Test). A licensed veterinarian will draw and submit the blood to an approved laboratory. Any animal which tests positive must be moved to the quarantine stables within 24 hours after the owner is notified. The animal must be removed from the installation within three days of the initial notification.

5.2. Horses on Sheppard AFB will (as a minimum) receive annual vaccinations by a licensed veterinarian for rabies, tetanus, and viral encephalitis.

5.3. No horse will be maintained on Sheppard AFB at any place other than designated stables.

5.4. Horses maintained at the Sheppard AFB stables will meet any additional requirements agreed to by the Sheppard Saddle Club.

6. Health Requirements for Canine and Feline (Dogs and Cats).

6.1. **Registration.** All dogs and cats, if maintained on Sheppard AFB, must be registered at the VTF within one week after arrival. The animal and proof of all past immunizations given to the animal should be presented to the VTF. The VTF will, if appropriate, administer a current immunization and register the animal. A copy of the DD Form 2208, or computer automated product, and rabies tag will be given to the owner. The VTF Office will maintain one copy of the rabies certificate, filed in sequential order. One copy will be forwarded to the Security Forces. Owners will notify the VTF when their address or ownership of the animal changes or the pet expires.

★6.2. **Immunizations.** Dogs and cats older than three months will be immunized every 12 months by a licensed veterinarian for rabies, canine distemper complex and feline distemper complex, respectively. Pets without current immunizations (administered by a Veterinary facility, proof of immunization required) will not be kept on Sheppard AFB. These pets are considered health threats to Sheppard AFB personnel and their pets.

6.3. **Identification.** Dogs and cats will wear a collar or harness with a current Sheppard AFB rabies identification tag issued by the Sheppard AFB VTF at all times when out of doors.

7. Parental Control of Children. Animal injury incidents often involve children and are usually the result of children abusing or teasing the animal. Parents should caution their children not to molest, tease, or play in an excessively rough manner with pets. Children should be especially cautioned not to approach unfamiliar stray or exotic animals.

8. Abandonment. Privately owned pets will not be abandoned for any reason (including permanent change of station movement or financial inability to support the animal). Security Forces will turn abandoned pets over to the Wichita Falls Humane Society Animal Shelter. If former owners can be identified, their present location will be determined, and an incident report sent to their present commander.

9. Control of Pets.

★9.1. Owners will ensure their pets are under control (as specified in paragraph 2.4) at all times. Pets **will not** be left unattended outside quarters unless the yard is fenced or the pet is secured

in a protected enclosure. The use of chains or any other tethering device to provide unattended control of a pet is **prohibited**. Female pets will be watched closely during their seasonal fertility period.

9.2. Excreta and other waste material will be removed daily to minimize disease hazards and odors outside the owner's assigned military quarters. All pet owners will, in a reasonable time, remove excreta from any public grounds or quarters on the installation. Failure to comply with this provision is cause for the animal to be declared a nuisance.

10. Stray or Uncontrolled Pets. If the owner of the animal can be determined, the individual will be notified to report to the Security Forces Control Center to claim the pet. **A Failure to Control Pet Letter** will be initiated and forwarded to the owner's unit commander for appropriate action. An information copy will be sent to the Support Group Commander. If the owner cannot be determined or contacted, or fails to claim the animal, the animal will be transported to the Security Forces Stray Animal Facility for retention until a patrol can transfer the animal to the Wichita Falls Humane Society Animal Shelter.

11. Restricted Areas. Privately owned pets are not allowed in any buildings on Sheppard AFB except residential quarters and the VTF. Military working dogs, animal facilitated therapy dogs, and seeing eye dogs are specifically excluded from these restrictions when they are being used in the performance of their duties.

★12. Special Restrictions. Personnel will not operate or maintain breeding or boarding kennels, aviaries, multiple animal shelters, or any animal-associated enterprise on Sheppard AFB.

13. Cruelty or Abuse of Pets.

13.1. Pet owners will not:

13.1.1. Torture or overwork an animal.

13.1.2. Fail to provide food, water, care, or shelter for an animal in their custody.

13.1.3. Abandon any animal in their custody.

13.1.4. Transport or confine an animal in a cruel manner or with inadequate space requirements. Leaving pets unattended in vehicles is considered cruelty to pets.

★13.1.5. Intentionally cause or encourage one animal to fight another. Any placing of wagers on the outcome of an animal fight will be considered the encouragement of such.

13.1.6. Deliberately injure, cause unnecessary pain, or administer poisons to any animal. This does not apply to the Security Forces or Installation Veterinarian when necessary in the official performance of their duties such as stray captures or humane euthanasia by a licensed veterinarian. Poisoning or trapping of nuisance animals such as rats and mice is permitted.

14. Nuisances. An animal's behavior that is not consistent with good order and quality of life is not tolerated. Complaints involving the actions of a privately owned animal will be registered with the Security Forces. The Security Forces will investigate all complaints. If the owner or person responsible for the animal's welfare is present, the individual will be informed of the complaint and the findings. If the complaint is believed to be legitimate, the Security Forces will initiate an incident report. A copy of the report will be sent to both the Support Group Commander and to the individual's unit commander. The Support Group Commander will then send a letter to the owner or individual having custody of the animal causing the complaint. The letter should detail the time, location, and nature of the offense and direct appropriate corrective action. Corrective action can range from replying by endorsement to the Support Group Commander's letter, to removal of the animal from Sheppard AFB. If removal of the animal from Sheppard AFB is required, the animal must be removed within 24 hours unless the individual is granted more time by the Support Group Commander. If the animal is allowed to remain on Sheppard AFB, the Support Group Commander will be made aware of any further complaints and may require the removal of the animal at any time.

15. Investigation of Complaints of Animal Cruelty, Abuse, Abandonment, or Neglect.

15.1. Complaints of cruelty or abuse of pets will be registered with the Security Forces.

15.2. The Security Forces will initially investigate the complaint and request verification by the attending veterinarian where necessary. The veterinarian is the final authority for determining animal abuse. If the complaint is determined to be legitimate, the Security Forces will initiate an incident report. If the owner or person responsible for the welfare of the animal can be located, the individual will be notified of the complaint and the findings. Copies of the incident report will be sent to the Support Group Commander and the individual's unit commander. The unit commander, in coordination with the Installation Veterinarian, will ensure that proper corrective action is taken to provide for the animal's welfare. The unit commander will also determine what, if any, legal action will be taken against the responsible individual.

16. Recommended Guidelines for Determining if Neglect or Cruelty Has Occurred.

16.1. Food. Ensure the food is wholesome, palatable, free from contamination, and of sufficient quantity and nutritive value to maintain all pets in good health. Prepare the diet with consideration for the age, species, condition, size, and type of the animal. Feed the pets at least once per day except as dictated by veterinary treatment, normal fasts, or other professionally accepted practices. Keep all food receptacles clean and sanitary.

16.2. Water. If potable water is not accessible to pets at all times, then provide it as often as necessary for the health and comfort of each animal. Frequency of watering will consider the age, species, condition, size, and type of animal. Water animals at least once each day except as dictated by veterinary treatment or other professionally accepted practices. All water receptacles are to be kept clean and sanitary.

16.3. Indoor Shelter. Facilities will be sufficiently regulated by heating or cooling to protect the pets from temperature extremes, to provide for their health, and to prevent their discomfort. The ambient temperature will not fall below or rise above a temperature compatible with the health and comfort of the animal. Adequately ventilate facilities by natural or mechanical means to provide for the health and to prevent the discomfort of the pets at all times. Such facilities will be free of drafts, odors, and moisture condensation. Ensure indoor housing facilities will have ample lighting by natural or artificial means or both, of good quality, distribution, and duration as appropriate for the species involved. Design lighting of primary enclosures to protect the pets from excessive illumination. Uniformly distribute such lighting to permit routine inspection and cleaning.

16.4. Outdoor Shelter. Provide natural or artificial shelter appropriate to the local climatic conditions for the species concerned for all pets kept outdoors to afford protection and prevent discomfort to such pets. When sunlight is likely to cause overheating or discomfort of the pets, provide sufficient shade by natural or artificial means to allow all pets kept outdoors to protect themselves from direct sunlight. Provide a suitable method of drainage to rapidly eliminate excess water. The method of drainage will comply with applicable Federal, State, and local law and instructions relating to pollution control or the protection of the environments. Every person having custody of dogs or horses which are kept outdoors or in an unheated enclosure will provide such pets with the following minimum standard of shelter:

16.4.1. The shelter for a dog will include a moisture-proof and windproof structure of suitable size to accommodate the dog and allow retention of body heat. The shelter will be made of durable material, with a solid floor, raised at least two inches from the ground and with the entrance covered by a flexible windproof material or a self-closing door. Such structure will be provided with a sufficient quantity of suitable bedding material consisting of hay, straw, cedar shaving, or the equivalent, to provide insulation and protection against cold and dampness and promote retention of body heat.

16.4.2. The shelter for a horse will be at least a three-sided, roofed, moisture-proof, and windproof structure made of durable materials. The opening will face away from the prevailing winds.

16.5. Both indoor and outdoor enclosures will be cleaned periodically to remove excreta and other waste materials, dirt, and trash so as to minimize disease hazards and reduce odors.

16.6. Enclosures will be constructed and maintained so as to provide sufficient space to allow each animal to make normal pastoral and social adjustments with adequate freedom and movement to maintain physical condition. Inadequate space may be indicated by evidence of malnutrition, poor condition, debility, stress, or abnormal behavior patterns.

17. Action Following Animal-Inflicted Injuries.

17.1. Any person, including a military family member, who has been injured by an animal will report immediately to the Sheppard AFB Hospital Emergency Room for examination and treatment.

17.2. The attending medical officer initiates, as completely as possible DD Form 2341, **Report of Animal Bite-Potential Rabies Exposure**. The patient or sponsor furnishes all known information concerning the animal or its owner.

17.2.1. Security Forces Desk Sergeant will be immediately notified of all on-base injuries. If the animal is owned by the immediate family of the injured victim, the individual responsible for the animal will be instructed to place the animal in isolation and contact the Installation Veterinarian personnel the next duty day. The owner is required to sign an animal injury letter issued by Security Forces. If the injury was not provoked, make every reasonable attempt to immediately contact the Installation Veterinarian.

17.2.2. If the animal injury occurs off the installation, the patient or sponsor initiates a formal complaint to the responsible animal control authorities in order to begin off-base quarantine procedures. The Installation Veterinarian coordinates with the off-base quarantine authorities to evaluate any change in the health status of the animal.

17.3. When injuries occur on the installation or any area under Sheppard AFB jurisdiction, the Security Forces will, if necessary, attempt to determine the owner or individual responsible for the animal. If the animal cannot be located or the owner determined, the Installation Veterinarian will be notified immediately.

17.3.1. If the animal can be captured, but its owner cannot be identified, the Security Forces will transport the animal to the Wichita Falls Humane Society Animal Shelter (WFHSAS) for isolation and quarantine. Personnel at the WFHSAS will be informed that the animal was involved in an injury incident and is considered a rabies suspect. If the owner is later identified, the owner will be held financially responsible for any boarding or quarantine fees determined appropriate by the WFHSAS.

17.3.2. If the Security Forces determine the owner of the animal, the owner or responsible individual will be informed that the animal was involved in an injury incident and is a rabies suspect. The owner will also be required to sign an animal injury letter issued by Security Forces. The owner will be notified to immediately place the animal in isolation. VTF personnel shall

determine whether isolating the animal at home is appropriate or whether the animal should be quarantined at the Wichita Falls Humane Society Animal Shelter. The animal will remain in isolation until the first duty day following the injury incident at which time it will be transported by the owner to the veterinarian's office. The VTF personnel instructions will be strictly followed. If the instructions are not followed, the individual's unit commander will be notified. The animal will remain in quarantine for 10 calendar days following the injury incident. If during the 10-day quarantine period the animal exhibits any signs of personality change or illness, the attending veterinarian will be notified immediately. VTF personnel will notify the Rabies Control Board. At the end of the quarantine period, the owner or responsible individual will transport the animal to the veterinarian's office for final examination. If the animal appears healthy and there is no reason to suspect rabies, and the immunizations are current, the animal will be released from quarantine. If the owner of the animal has never been located, the animal will be considered a stray and euthanized.

★17.3.3. The Support Group Commander will be informed of injury incidents in which there was an unprovoked injury. The Support Group Commander may determine the animal to be a nuisance and require its removal from the installation or require more restrictive protective limits or liability insurance on the part of the owner.

17.4. When the owner or responsible individual is not an active member of the United States military, the Installation Veterinarian will be informed. Quarantine procedures will be in accordance with the provisions of the principality having jurisdiction.

17.5. An animal known to have injured a person is not to be killed or destroyed by other than medical authorities except in an extreme emergency. In the event an animal must be destroyed, care should be taken to avoid mutilation of the head. VTF personnel will be informed immediately and will assist the Security Forces, upon request, when there is reason to suspect the animal is diseased or it is anticipated that the animal cannot be captured alive.

17.6. Due to the high potential of rabies in this area and the large number of injuries off the installation, all military personnel living in this area are required to keep their pets currently vaccinated as required by instructions and State laws. Active duty military members residing off base whose pets are involved in an injury incident should comply with all quarantine requirements of local authorities and any additional instructions of the attending Installation Veterinarian.

18. Injured Stray Pets.

18.1. If an injured stray animal is found on the installation, contact the following agencies in the order listed:

18.1.1. *Security Forces* at extension **676-2981** or **6302**.

18.1.2. *Veterinary Treatment Facility* (duty hours only) at extension **676-6883** or **2206**. During non-duty hours, a Veterinary Technician can be reached by calling the SAFB Emergency Room at extension **676-2333**.

18.1.3. *Wichita Falls Humane Society Animal Shelter* (as a last resort). Call **855-4941** to reach the answering service. The answering service will contact WFHSAS.

18.2. If dead animals are found on the installation, contact the *Civil Engineer, Entomology Section* (duty hours only) at extension 676-2854 or 676-4275 during non-duty hours.

19. Forms Prescribed: DD Form 2208, **Rabies Vaccination Certificate**; DD Form 2341, **Report of Animal Bite-Potential Rabies Exposure**.

★20. History of instruction: Previously known as **STTCR 125-3**, 25 Jun 90. The instruction was changed 17 Apr 96 to reflect current number.

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